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TO: County Board Chairs, County Administrators and County Managers

FROM: Amy Sales, CMP
Operations and Support Coordinator

DATE: July 25, 2016

SUBJECT: The Executive Mansion Request for Holiday Tree Ornaments

The Executive Mansion recently announced that the theme for its 2016 Holiday Tree will be "Home for the Holidays." VACo has been asked to assist in collecting ornaments from Virginia counties for the tree displayed in the mansion's ballroom.

Each locality is asked to submit one hand-crafted ornament that uniquely represents their community. The guidelines for making and submitting ornaments are attached.

The holiday tree will be on view to the public throughout the season and will be seen by thousands of visitors to the Executive Mansion. This project is a wonderful opportunity to celebrate what makes each Virginia county special.

What to do:

Step One:

Please assist VACo by letting us know by August 30, 2016, if you plan to participate. Simply e-mail asales@vaco.org with the subject line: "Yes! We're sending an ornament." In the body of the e-mail, please note the name of your county along with the contact person who will be coordinating the project.

Step Two:

Handmade ornaments must be submitted to VACo by November 1, 2016. They can be mailed to:

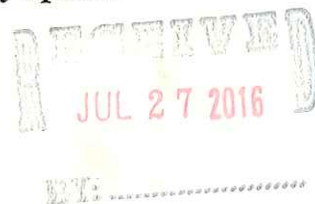
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Web site: www.vaco.org

Show Virginia your local pride and holiday spirit!



Guidelines for “Home for the Holidays”

- Each participating locality is asked to submit one holiday ornament.
- The theme of the ornament is up to the locality; however, we suggest a depiction of some unique feature that is specific to it, such as an historic home, a noted person, a natural feature, an animal or plant from the region, etc.
- Examples of materials that could be used for creating the ornament include: clay, glass, shells, fabric, wood, found objects, objects from nature and agricultural items.
- Preferred size of the ornament should be no larger than 6”. Shape and material is the artist/artisan’s choice. The finished ornament should be sent along with the name of the locality and artist placed on the back or bottom of the ornament.
- The artist/artisan should reside in or near the locality. Ideas for where to find the artist: A college, a local arts society, wood workers organization, glass maker society, etc. As we may feature a children-themed tree in the future, we are asking that this year’s ornaments be created by adults (college-aged and above).
- **No purchased ornaments.** The exception might be a purchased holiday ball with a hand-painted scene of something in your community.
- **Deadline for submitting the ornament is November 1, 2016.**

We recognize that there will be questions and we welcome you to phone or email so that we can work with you on what we hope will be a fun and creative project that displays our pride in our Commonwealth. You are welcome to contact either the VACo or VML office, as appropriate; or you may email the Executive Mansion at: stacy.ellis@governor.virginia.gov.

The mansion will officially open for the holiday season the evening of the Capitol Tree Lighting. The tree will be available for viewing during our open house as well as during normal tour hours. For more detailed information on specific event dates and tour times, please visit our website at www.executivemansion.virginia.gov.